

U.S.A.  
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TO : All Agency Records Management Office

FROM : Everett C. Alldredge  
Asst. Archivist for  
Records Management

DATE: August 20, 1965

SUBJECT: Engineering Drawings

The National Archives and Records Service is making a study of microfilming engineering drawings. In conjunction with our study we have arranged for a demonstration of microfilm equipment by Keuffel & Esser Co., and the Recordak Corporation.

The purpose of the study is to give you an opportunity for comparison viewing of a set of engineering drawings. We have microfilmed these and mounted them in 35mm aperture cards. We have also filmed them on 105mm film. Microfilm viewers will be available to make full-size and 1/2-size blow backs. Also you will have an opportunity to compare print out copy with the original drawings.

We have planned two sessions as follows:

1. For Senior Agency Officials

A 2-hour session, from 9:30-11:30 a.m., on October 13, 1965  
in Room B-300, GSA Building, 19th and F Streets, N. W.

2. For Engineers and Technicians

A 2-hour session, from 1-3 p.m., on October 13, 1965  
in Room B-300, GSA Building, 19th and F Streets, N. W.

The agencies listed below should be especially interested. We need to know, in advance, who will be attending each session.

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|------------------------------|---------------------------------|
| 1. Bureau of Reclamation     | 9. Maritime Administration      |
| 2. Bureau of Public Roads    | 10. Federal Aviation Agency     |
| 3. National Park Service     | 11. Atomic Energy Commission    |
| 4. Forest Service            | 12. NASA                        |
| 5. Bureau of Land Management | 13. Department of the Army      |
| 6. Soil Conservation Service | 14. Department of the Navy      |
| 7. Geological Survey         | 15. Department of the Air Force |
| 8. Coast and Geodetic Survey | 16. D. C. Government            |